STATE of ARIZONA

Government Information Technology Agency	**Statewide** **STANDARD** **P340-S341 Rev 2.0**	**TITLE: Project Status Reporting** **Effective Date: April 21, 2004**

1.   **AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))) including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))) and adopting statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

2.   **PURPOSE**

To establish a statewide Project Status Reporting standard for the State of Arizona.

3.   **SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches (A.R.S. § 41-3501(2)).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Policies, Standards, and Procedures (PSPs) within each budget unit.

Specifically those budget units as defined above, which are undertaking:
A.   An IT project that has development costs of at least $25,000;
B.   IT investments or acquisitions of at least $25,000; and/or
C.   IT requests for disposition of special funds maintained by GITA.

4.   **STANDARD**

The standard defines the means by which a budget unit shall satisfy Project Status Reporting requirements for GITA, as described below:

4.1   Agencies shall submit a Project Status Report to the GITA Project Oversight group at the intervals specified at project startup. Reporting continues until the BU issues a Notification of Project Completion form and the GITA Project Oversight group closes the open project. Completion is usually determined by the success of a project and by the budget unit evaluating the changes in customer service, productivity, performance, cost savings, cost avoidance and economic benefits.

4.2   Requirements for completing sections of the project status report are available on the GITA website at http://www.azgita.gov/downloads/.

5.   DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the GITA website at http://www.azgita.gov/policies_standards/ for definitions and abbreviations.

6.   REFERENCES

6.1.   A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."

6.2.   A. R. S. § 41-761 et seq., "Personnel Administration."

6.3.   A. R. S. § 41-1335 ((A (6 & 7))),"State Agency Information."

6.4.   A. R. S. § 41-1339 (A),"Depository of State Archives."

6.5.   A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."

6.6.   A. R. S. § 41-3501, "Definitions."

6.7.   A. R. S. § 41-3504, "Powers and Duties of the Agency."

6.8.   A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."

6.9.   A. R. S. § 41-7041, "Governmental Electronic Records."

6.10. Arizona Administrative Code, Title 2, Chapter 5, "Department of Administration Personnel Administration."

6.11. Arizona Administrative Code, Title 2, Chapter 7, "Department of Administration Finance Division, Purchasing Office."

6.12. Arizona Administrative Code, Title 2, Chapter 10, "Department of Administration Risk Management Section."

6.13. Arizona Administrative Code, Title 2, Chapter 18, "Government Information Technology Agency", Article 2, "Information Technology Projects."

6.14. Statewide Policy P100, Information Technology.

6.15. Statewide Policy P340, Project Investment Justification (PIJ).

7.   REFERENCED DOCUMENTS

The latest versions of all forms and templates related to project oversight are available from the GITA website at http://www.azgita.gov/downloads/.

8.   ATTACHMENTS

None.